

**FRANKLIN COUNTY COMMISSIONERS MEETING
JANUARY 29, 2019- 10:00 A.M.
COMMISSIONERS/COUNCIL MEETING ROOM, #203**

The Franklin County Commissioners met in regular meeting on January 29, 2019 at 10:00 a.m. in the Commissioners/Council Meeting Room. Those present were Tom Wilson, Tom Linkel, Gerald Wendel, Carol Westerman, and Derrike Kolb, Chief Deputy Auditor.

OPEN: The meeting was called to order and the pledge of allegiance was led by Tom Wilson.

BOARD OF FINANCE – VERONICA VOELKER, FRANKLIN COUNTY TREASURER: Motion to close the regular meeting and open the Board of Finance Meeting by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.

Motion to close the Board of Finance meeting and open the regular meeting by Tom Linkel, seconded by Tom Wilson, all in favor, motion carried.

NANCY MAIN – TASTE OF BROOKVILLE: Nancy wanted to ask if Brookville Main Street Inc. could host their Taste of Brookville on the Court House Lawn May 16, 2019. **Motion to allow Brookville Main Street to host Taste of Brookville on the Court House lawn on May 16, 2019 by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.**

ECONOMIC DEVELOPMENT – Bill Schirmer: Bill came before the Commissioners to let them know he is resigning his Commission as Economic Development President. **Motion to accept Bill Schirmer's resignation by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.** John Palmer asked to take Tom Wilson's place on Economic Re-Development and Tom Wilson take Bill's place on Economic Development. **Motion to appoint John Palmer to Economic Re-Development by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.** **Motion to appoint Tom Wilson to the Economic Development by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.**

PETE CATES – FC SHERIFF: Pete Cates presented his changes to the Sheriff's Employee Handbook to change the workweek to Sunday to Saturday and work shifts is based on Sheriff's Discretion for all positions. **Motion to approved Ordinance 2018-04 Franklin County Sheriff Handbook Amendments by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.** A copy of Ordinance 2019-04 is attached hereto.

JONES ROAD: A couple of residents came in front of the commissioners to ask that the county take over the maintenance of the road. Tom Linkel stated that he will take a look at it and see what they can do.

JOE COPELAND – FC ENGINEER: Joe provided the Commissioners a letter to INDOT for ADA Transition plan. **Motion to sign the ADA Transition Letter to INDOT by Tom Linkel, seconded by Gerry Wendel, all in favor, motion carried.** Joe also wants to start gather quotes for semi-tractor due on February 5th and for Tree trimming service due on February 12th. He also presented a quote for Commissioners approval for a new tandem truck that is an exact match as the others but includes an engine brake. **Motion to accept the quote for a new truck from Shirk's International for \$157,681.72 by Tom Linkel, seconded by Tom Wilson, all in favor, motion carried.**

MEETING MINUTES JANUARY 2 & JANUARY 15: Motion to approve the meeting minutes for January 2 and January 15 by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.

ETC FIBER SERVICE AGREEMENT – Highway: Motion to approve the ETC Fiber Service Agreement for the Highway by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.

ETC AGREEMENT – SHERIFF CELL PHONE: Motion to approve the ETC Agreement Cell Phone plan for the Sheriff by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.

CORRECTIONS PRODUCTS CO. – SHERIFF: Motion to approve the quote for motors for the doors at the jail from Correction Product by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.

OFFICIAL BONDS: Motion to approve the official bond for Karla Bauman, Franklin County Auditor, by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.

NEPOTISM AND CONFLICT DISCLOSURE: Motion to acknowledge the receipt of the disclosures from the elected officials by Tom Wilson, seconded by Gerald Wendel, all in favor, motion carried. The Chief deputy auditor if all had been received. The commissioners stated all but three. The Chief Deputy Auditor asked if the commissioner could send out a letter to the ones that have not been received so we can get them for the annual report.

STANDARD/HIGHWAY PERSONNEL HANDBOOK: An amendment to the Standard/Highway Personnel Handbook for the Commissioners approval. **Motion to approve Ordinance 2019-03 An ordinance amending the county's personnel handbook by Tom Wilson, seconded by Gerald Wendel, all in favor, motion carried.** A copy of Ordinance 2019-03 is attached hereto.

PAYROLL: Motion to approved January 18th and February 1st as long as it is true and accurate and payroll deductions by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.

CLAIMS: Motion to approve all claims by Tom Linkel, seconded by Gerald Wendel, all in favor, motion carried.

Adjourn- Motion to adjourn by Tom Wilson, seconded by Tom Linkel, all in favor, motion carried.

Others Present- Mark R Simmermeyer, Mildred I Simmermeyer, Connie Gayda, Bill Schirmer, Joe Copeland, Betty Estridge, John Palmer, Perry Knox, Amanda Lawrence, Nancy Main, Veronica Voelker, Sara Duffy, Wayne Monroe, Jolene Beneker, Glenn Bailey, and Heather George. Any names that are unable to read are not added to the minutes.

Minutes for January 29, 2019 approved.

AYES



Tom Wilson



Tom Linkel

Gerald Wendel

NAYS

Tom Wilson

Tom Linkel

Gerald Wendel

ATTESTED BY: 
Karla J. Bauman, Auditor

FILED

JAN 29 2019

ORDINANCE NO. 2019- 04

FRANKLIN COUNTY BOARD OF COMMISSIONERS

Karla G. Bauman
FRANKLIN COUNTY AUDITOR

**AN ORDINANCE AMENDING THE COUNTY OF FRANKLIN, INDIANA
SHERIFF/JAIL/E-911 PERSONNEL POLICIES HANDBOOK**

WHEREAS the County of Franklin, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Franklin County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS the County of Franklin, Indiana provides Franklin County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS the Franklin County Board of Commissioners adopted the County Personnel policies on October 7, 2013; and

WHEREAS it is necessary to amend personnel policies from time-to time

**NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF
FRANKLIN, INDIANA BOARD OF COMMISSIONERS THAT:**

The attached County of Franklin, Indiana Personnel Policy Sections 3.2 Work Hours and 4.3 Sick Leave is hereby adopted and shall be in full force and effect on and after adoption; and shall replace and supersede existing oral or written personnel policies and procedures.

EFFECTIVE DATE

This Ordinance shall be in full force and effect after its adoption by the Board of County Commissioners.

ADOPTED this 29th day of Jan 2019.

**BOARD OF COMMISSIONERS
FRANKLIN COUNTY, INDIANA**

Tom Wilson
Tom Wilson

Tom Linkel
Tom Linkel

Gerald Wendel
Gerald Wendel

ATTEST:

Karla G. Bauman
Karla Bauman, Auditor

**FRANKLIN COUNTY, INDIANA
SHERIFF POLICY REVISIONS**

January 29, 2019

3.2 WORK HOURS

Non-exempt Sheriff Department Merit Officers and Corrections Officers are scheduled on a 28-day work period under the FLSA 7(k) exemption.

Jail: ~~Corrections Officers shall work five (5) eight and one-half (8 ½) days according to the following shifts: 7:30 a.m. — 4:00 p.m., 3:30 p.m. — 12:00 a.m., 11:30 p.m. to 8:00 a.m., and 8:00 p.m. — 4:30 a.m. Meal periods shall vary due to daily work schedule.~~

Corrections Officers shall work a forty (40) hour workweek with 12-hour shifts. The work schedule includes rotating shifts on Monday/Tuesday; Friday/Saturday/Sunday; and Wednesday/Thursday.

E-911 Dispatch: ~~Dispatchers shall work two (2) twelve (12) hour days per workweek, according to the following shifts: 6:00 a.m. — 6:00 p.m., 6:00 p.m. — 6:00 a.m., and two (2) eight (8) hour shifts from 6:00 a.m. — 2:00 p.m., 2:00 p.m. — 10:00 p.m., and 10:00 p.m. — 6:00 a.m. Meal periods shall vary due to daily work schedule.~~

Dispatchers shall work a forty (40) hour workweek and shall be assigned two (2) 12-hour shifts and two (2) 8-hour shifts with rotating days off work.

Merit Officers: ~~Officers work four (4) days on, four (4) days off, four (4) days on, and three (3) days off. Each workday shall be ten (10) hours according to the following shifts: 6:00 a.m. — 4:00 p.m., 4:00 p.m. — 2:00 a.m., 8:00 p.m. — 6:00 a.m., and 12:00 p.m. — 10:00 p.m. Meal periods shall vary due to daily work schedule.~~

Officers shall work a four (4) week schedule of five (5) days on and three (3) days off; and a three (3) week schedule of four (4) days on and (4) days off. Officers will work 10-hour shifts with rotating days off work. Probationary Officers shall work the same schedule as the full-time Officers.

The following positions shall work 8-hour day shifts 8:00 a.m. — 4:00 p.m.: Major, School Resource Officer, and Transport Officer/Process Server.

Clerical Staff: Employees shall work a thirty-six and one-half (36.5) hour workweek with one (1) 9.5-hour shift on Monday and three (3) 9-hour shifts as assigned.

Matron: Matron shall work a forty (40) hour workweek with 10-hour shifts.

Work schedules shall be assigned at the Sheriff's discretion, based on the established workweek and the needs of the Department.

4.3 SICK LEAVE

FTPR employees are eligible for sick leave.

~~FTPR employees shall be granted fifty-six (56) sick leave hours on their one (1) year anniversary. These hours must be used before January 1st of the following year.~~ Effective January 1, 2019, new FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	48 sick leave hours
Employees hired July 1 – December 31:	24 sick leave hours

On January 1st of each calendar year, FTPR employees shall be awarded fifty-six (56) hours of sick leave with regular pay for the year. Sick leave with pay may be taken only as it accrues and may be accumulated up to four hundred (400) hours.

A. Sheriff Maintenance Staff:

Effective January 1, 2019, thirty-two and one half (32 ½) hour per week FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	39 sick leave hours
Employees hired July 1 – December 31:	19.5 sick leave hours

~~6.5 sick leave hours every 52 calendar days of employment with the County during their first year.~~ On January 1st of each calendar year, FTPR employees will receive 45 ½ sick leave hours of sick leave with regular pay. ~~at the beginning of each calendar year, after the first year of employment.~~ Sick leave with pay shall not be taken before it accrues, and will only apply to the employee's regular work schedule. Sick leave may be accumulated up to (325) hours.

B. Sheriff Clerical Staff:

Effective January 1, 2019, thirty-six (36 ½) hour per week FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	43.8 sick leave hours
Employees hired July 1 – December 31:	21.9 sick leave hours

~~7.3 sick leave hours every 52 calendar days of employment with the County during their first year.~~ On January 1st of each calendar year, FTPR employees will receive fifty (51) hours of sick leave with regular pay ~~at the beginning of each calendar year after the first year of employment.~~ Sick leave with pay shall not be taken before it accrues, and will only apply to the employee's regular work schedule. Sick leave may be accumulated up to (365) hours.

4.3.1 Conditions and Stipulations:

- A. PT and ST employees shall not receive sick leave benefits.
- B. To be eligible for sick leave, an employee must report his/her absence to their supervisor prior to the scheduled start time of their shift on the first day for which the leave is sought.
- C. After two (2) consecutive days off or in the event of possible abuse of the sick leave policy, a doctor's verification of illness shall be requested.
- D. Sick leave shall not accrue during leaves of absence and shall not be compensated upon involuntary termination from employment or leave of absence.

Sick leave benefits are intended solely to provide income protection in the event of illness; or injury and may not be used for any other absence.

Sick leave is payable at the employee's regular rate of pay at the time of leave and must be taken in minimum two (2) hour increments, unless FMLA leave which is one (1) hour minimum increments.

3.2 WORK HOURS

Non-exempt Sheriff Department Merit Officers and Corrections Officers are scheduled on a 28-day work period under the FLSA 7(k) exemption.

Jail: Corrections Officers shall work a forty (40) hour workweek with 12-hour shifts. The work schedule includes rotating shifts on Monday/Tuesday; Friday/Saturday/Sunday; and Wednesday/Thursday.

E-911 Dispatch: Dispatchers shall work a forty (40) hour workweek and shall be assigned two (2) 12-hour shifts and two (2) 8-hour shifts with rotating days off work.

Merit Officers: Officers shall work a four (4) week schedule of five (5) days on and three (3) days off; and a three (3) week schedule of four (4) days on and (4) days off. Officers will work 10-hour shifts with rotating days off work. Probationary Officers shall work the same schedule as the full-time Officers.

The following positions shall work 8-hour day shifts 8:00 a.m. – 4:00 p.m.: Major, School Resource Officer, and Transport Officer/Process Server.

Clerical Staff: Employees shall work a thirty-six and one-half (36.5) hour workweek with one (1) 9.5-hour shift on Monday and three (3) 9-hour shifts as assigned.

Matron: Matron shall work a forty (40) hour workweek with 10-hour shifts.

Work schedules shall be assigned at the Sheriff's discretion, based on the established workweek and the needs of the Department.

4.3 SICK LEAVE

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On January 1st of each calendar year, FTPR employees shall be awarded fifty-six (56) hours of sick leave with regular pay for the year. Sick leave with pay may be taken only as it accrues and may be accumulated up to four hundred (400) hours.

A. Sheriff Maintenance Staff:

Effective January 1, 2019, thirty-two and one half (32 ½) hour per week FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	39 sick leave hours
Employees hired July 1 – December 31:	19.5 sick leave hours

On January 1st of each calendar year, FTPR employees will receive 45 ½ sick leave hours of sick leave with regular pay. Sick leave with pay shall not be taken before it accrues, and will only apply to the employee's regular work schedule. Sick leave may be accumulated up to (325) hours.

B. Sheriff Clerical Staff:

Effective January 1, 2019, thirty-six (36 ½) hour per week FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	43.8 sick leave hours
Employees hired July 1 – December 31:	21.9 sick leave hours

On January 1st of each calendar year, FTPR employees will receive fifty (51) hours of sick leave with regular pay. Sick leave with pay shall not be taken before it accrues, and will only apply to the employee's regular work schedule. Sick leave may be accumulated up to (365) hours.

4.3.1 Conditions and Stipulations:

- A. PT and ST employees shall not receive sick leave benefits.
- B. To be eligible for sick leave, an employee must report his/her absence to their supervisor prior to the scheduled start time of their shift on the first day for which the leave is sought.
- C. After two (2) consecutive days off or in the event of possible abuse of the sick leave policy, a doctor's verification of illness shall be requested.
- D. Sick leave shall not accrue during leaves of absence and shall not be compensated upon involuntarily termination from employment or leave of absence.

Sick leave benefits are intended solely to provide income protection in the event of illness; or injury and may not be used for any other absence.

Sick leave is payable at the employee's regular rate of pay at the time of leave and must be taken in minimum two (2) hour increments, unless FMLA leave which is one (1) hour minimum increments.

FILED

ORDINANCE NO. 2019- 03

JAN 29 2019

FRANKLIN COUNTY BOARD OF COMMISSIONERS *Karla G. Bauman*
FRANKLIN COUNTY AUDITOR
AN ORDINANCE AMENDING THE COUNTY OF FRANKLIN, INDIANA
PERSONNEL POLICIES HANDBOOK

WHEREAS the County of Franklin, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Franklin County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS the County of Franklin, Indiana provides Franklin County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS the County Board of Commissioners adopted the County Personnel policies on October 7, 2013; and

WHEREAS it is necessary to amend personnel policies from time-to time

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF FRANKLIN, INDIANA BOARD OF COMMISSIONERS THAT:

The attached County of Franklin, Indiana Personnel Policy Sections 3.1 Normal Workweek and 4.3 Sick Leave are hereby adopted and shall be in full force and effect on and after adoption; and shall replace and supersede existing oral or written personnel policies and procedures.

EFFECTIVE DATE

This Ordinance shall be in full force and effect after its adoption by the Board of County Commissioners.

ADOPTED this 29th day of Jan. 2019.

**BOARD OF COMMISSIONERS
FRANKLIN COUNTY, INDIANA**

Tom Wilson
Tom Wilson

Tom Linkel
Tom Linkel

Gerald Wendel
Gerald Wendel

ATTEST:

Karla G. Bauman
Karla Bauman, Auditor

**FRANKLIN COUNTY, INDIANA
STANDARD/HIGHWAY POLICY REVISIONS
January 29, 2019**

3.1 NORMAL WORKWEEK

The normal workweek begins on ~~Monday~~ Sunday and ends on the following ~~Sunday~~ Saturday.

4.3 SICK LEAVE

A. Thirty two and one half hour per week employees:

Effective January 1, 2019, thirty-two and one half (32 ½) hour per week FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	39 sick leave hours
Employees hired July 1 – December 31:	19.5 sick leave hours

~~6.5 sick leave hours.~~ On January 1st of each calendar year, FTPR employees shall be granted will receive 45 ½ sick leave hours. Sick leave with pay shall not be taken before it accrues, and will only apply to the employee's regular work schedule. Sick leave may be accumulated up to (325) hours.

B. Thirty-six hour per week employees:

Effective January 1, 2019, thirty-six (36) hour per week FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	43.2 sick leave hours
Employees hired July 1 – December 31:	21.6 sick leave hours

~~Thirty six (36) hour per week FTPR employees shall be granted 7.2 sick leave hours.~~ On January 1st of each calendar year, FTPR employees will receive fifty (50) hours of sick leave with regular pay. Sick leave with pay shall not be taken before it accrues, and will only apply to the employee's regular work schedule. Sick leave may be accumulated up to (360) hours.

C. Forty hour per week employees:

Effective January 1, 2019, new FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	48 sick leave hours
Employees hired July 1 – December 31:	24 sick leave hours

On January 1st of each calendar year, FTPR employees shall be awarded fifty-six (56) hours of sick leave with regular pay. ~~Forty (40) hour per week FTPR employees shall be granted 8.0 sick leave hours.~~ Sick leave with pay shall not be taken before it accrues and will only apply to the employee's regular work schedule. Sick leave may be accumulated up to (400) hours.

4.3.1 Conditions and Stipulations:

- A. PT and ST employees shall not receive sick leave benefits.
- B. To be eligible for sick leave, an employee must report his/her absence to their supervisor prior to the scheduled start time of their shift on the first day for which the leave is sought.
- C. After two (2) consecutive days off or in the event of possible abuse of the sick leave policy, a doctor's verification of illness shall be requested.
- D. Sick leave shall not accrue during leaves of absence and shall not be compensated upon involuntarily termination from employment or leave of absence.

Sick leave benefits are intended solely to provide income protection in the event of illness; or injury and may not be used for any other absence.

Sick leave is payable at the employee's regular rate of pay at the time of leave and must be taken in minimum one (1) hour increments.

3.1 NORMAL WORKWEEK

The normal workweek begins on Sunday and ends on the following Saturday.

4.3 SICK LEAVE

A. Thirty two and one half hour per week employees:

Effective January 1, 2019, thirty-two and one half (32 ½) hour per week FTPR employees shall be granted the following sick leave hours upon hire:

Employees hired January 1 – June 30:	39 sick leave hours
Employees hired July 1 – December 31:	19.5 sick leave hours

On January 1st of each calendar year, FTPR employees shall be granted 45 ½ sick leave hours. Sick leave with pay shall not be taken before it accrues, and will only apply to the employee's regular work schedule. Sick leave may be accumulated up to (325) hours.

B. Thirty-six hour per week employees:

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4.3.1 Conditions and Stipulations:

A. PT and ST employees shall not receive sick leave benefits.

- B. To be eligible for sick leave, an employee must report his/her absence to their supervisor prior to the scheduled start time of their shift on the first day for which the leave is sought.
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